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I. Introduction

1. Reason for Meeting - what has accrued since we met-; present situation; and future plans.
2. This meeting place available through

File

4/18/62
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II. Changes in Personnel

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

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III. Results of Forms Improvement Work Shop

1. Statistics on Forms Improved and Eliminated.
2. Persons completing program and certificates. *(See attached 3x5 card)*
3. Significant accomplishments of
4. Forms Production - March 1962.

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IV. Future Forms Program

1. Greater Decentralization
2. Need for more trained employees
3. Need for improvement in procedures
4. Arrangement with GSA for Workshops
5. Records Officers determine need and make arrangements with R. A. O.

V. Results of Records Center Workshops

1. Number attending
2. Number visiting Center
3. Additional on request

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VI. Utilization of Surplus Filing Equipment

1. Safes and other types of Correspondence Cabinets.
2. Shelf Filing Equipment.
3. Use this for vaults and secure areas.

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VII. The Forms Catalog

1. Present arrangement
2. Agreement with Supply Division

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VIII. The Vital Records Workshop

[REDACTED]

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1. Purpose
2. Dates - DDI - 14 May; DDP - 16 May; DDS - 18 May
3. Quota for each component.

IX. Records Management Training

1. Completed GSA Workshop - Since Sept. - 9

[REDACTED]

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2. Schedule to attend GSA Workshops - 6
Records Mgt. Seminar 8 Days - June 4 - 13
Source Data Automation - 5 Days - May 14 - 18 and June 18 - 23
Forms Analysis - 10 Days - May 7 - 18 and June 11 - 22
3. Records Management Institute - American University and GSA.

X. Future Records Disposition Policies - [REDACTED]

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1. Handbook - Guides - Preparation of Records Control Schedules.
2. Handbook - Guide - Transfer of Records to the Center.
3. "Pulling Teeth" in to Records Disposition

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XI. Open Discussion

[REDACTED]

an R.C. Procedure.



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[Redacted]

no forms experience went back and forth did an excellent job. He's the

12 ~~forms~~ memorandum varying from 12" x 10 1/2" to 8 1/2" x 11 1/2"

(5)

The attached 3 x 5 cards contain data

given by [Redacted] at a ^{ARO} Meeting, 18 April held in 1E-74, Headquarters.

① Attendance (35-1st day)(25-2nd)

② Certificates of completion 11

③ Benefits to Agency

13 official forms concerned

12 bootleg forms concerned

3 new forms replaced 12 bootleg

1 new form replaced 2 typed letters

1 revised form replaced 3 official forms

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Keeped streamline forms and their related procedures and came up with Tangible savings